OPSM 639
Project Management

Introduction to Microsoft Project - Part 2: Developing a Network Plan

Developing a Network Plan

- Steps
  1. Network Diagram view (AoN network).
  2. Customizing Network Diagram view.
  3. Identifying critical path(s).
  6. Printing a Gantt chart.
  7. Creating a Milestone.

Developing an Activity-On-Node (AoN) Project Network

Select “Network Diagram”

These make up the summary task. You can hide them by clicking on the minus sign.

Customizing Network Diagram

Right-click on the background, then select “Box Styles”

Customizing Network Diagram

Click “More Templates...”

Select “New...”
Customizing Network Diagram

1. Give a name to your template

Info:
You may follow the changes in your template

2. You may change the cell layout (# rows & # columns) by clicking this icon.

Customizing Network Diagram

1. Select the activity Property such as “Late finish”

2. Check Show label in cell.

Identifying the Critical Path

Critical path indicated by RED boxes

To see the details, move the pointer on to boxes

Viewing Only the Critical Path

Select Critical

Getting an Overview Report

1. Select “View”

2. Select “Reports”

Getting an Overview Report

1. Select “Overview”

2. Enter “Select”
Getting an Overview Report

1. Select “Project Summary”
2. Enter “Select”

Project Summary Report

1. From “View” menu
   Select “Reports”
2. Select “Current Activities”
3. Select

Print out ES-LS-EF-LF-Slack Times

1. From “View” menu
   Select “Reports”
2. Select “Current Activities”
3. Select

Print out ES-LS-EF-LF-Slack Times

1. From Table option, select “Schedule”
2. “OK”
Print out ES-LS-EF-LF-Slack Times

Report with ES, LS, EF, LF and Slack

Print out a Gantt Chart

Or alternatively, 1. Go to View, then 2. Select Gantt Chart

1. Click on “Gantt Chart”

Print Out a Gantt Chart: Obtaining A Printable Timescale

1. Right click mouse, when your pointer is on the timescale
2. Select “Timescale”

Print Out a Gantt Chart: Obtaining A Printable Timescale

1. Click on “Major Scale”
2. Select “Months”

Print Out a Gantt Chart: Obtaining A Printable Timescale

1. Click on “Minor Scale”
2. Select “Days”

Print Out a Gantt Chart: Obtaining A Printable Timescale

1. Arrange the size of timescale by increasing or decreasing this number.

You can follow the changes in the timescale by observing this area.

2. Click OK.
Print Out a Gantt Chart

1. Select "Print Preview"

Click on “Page Setup...” to set the print output styles.

Print out a Gantt Chart - 7

Creating a Milestone

1. Right-click on the activity where you want to put a milestone.

2. Click on the “New Task”

Creating a Milestone

1. Double-click on this new activity

2. Select Advanced.

Creating a Milestone

1. Give a name to your milestone

2. Give zero duration

3. Check Mark task as milestone.

Creating a Milestone

1. Click on Predecessors.

2. Choose necessary activities to link your milestone to the network.
Creating a Milestone

<table>
<thead>
<tr>
<th>No.</th>
<th>Task</th>
<th>Start</th>
<th>Finish</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Milestone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Task 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Task 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Task 3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE: Pay attention to Predecessors column. When you add any new task these numbers are changed automatically; therefore you do not need to change predecessors of each activity.

1. Select “Network View”.
Milestone 1 is in the network.
Note that its shape is different from regular activities.

Do NOT forget to save your file as <username>-PART2.